

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES FROM BOTH CALTRANS AND OTHER STATE AGENCIES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **STAFF SERVICES MANAGER II (MANAGERIAL)**

POSITION TITLE: **CHIEF, OFFICE OF ADMINISTRATION, DIVISION OF EQUIPMENT**

SALARY: **\$6173 - \$6808**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **NOVEMBER 30, 2009**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Equipment (DOE), a CEA II, the Staff Services Manager II is responsible for the Division's financial strategic planning and management of the budget and expenditures as a distributed budget program. The incumbent establishes Division policies, operational guidelines, and both short and long-range program objectives for all financial and materiel management, procurement, human resources, fleet services, and information technology issues. Responsibilities include, but are not limited to:

- Manages and directs the Resources, Accounting and Budgeting Branch. Develops policies and operational guidelines for the management of the Division's distributed budget program. Establishes the policies and guidelines for the Division's budget and distribution of expenditures to all program equipment users. Statewide responsibility for establishing, budgeting, accounting, and allocating all of the Division's funds. Responsible for the Division's long term budget forecasting and financial strategic planning. Represents the Division Chief and makes

financial decisions when required such as when meeting with Department of Finance, Legislative Analyst's Office, and Legislature. Responsible for the multiple year financial plan of over \$200 million to meet mandated air quality requirements to the Department's mobile fleet. Responsible for all DOE Human Resource activities throughout the state, including but not limited to position control, Position Action Request Forms, Post and Bid, exam planning; as well as coordinating these efforts with Administration.

- Manages and directs the Fleet Services Branch in the development, implementation, and monitoring of automotive and fleet management policies. Responsible for development and administration of a statewide equipment fleet management system to furnish Programs, Districts' and Department's management information to achieve optimum utilization of equipment resources. Responsible for the development, submittal, and monitoring of the DOE's statewide fleet replacement budget. Based on the DOE's allocations of the fleet budget, develops sub-allocations to all field shops and headquarters branches for replacement of fleet. Sets policies for replacement criteria on the Department's mobile fleet and assures fleet management data integrity through reports and monitoring. Ensures the Department's fleet is in compliance with federal, state, and local air quality requirements by managing the life cycle of the fleet (plan, acquire, build, maintain, and dispose equipment) in conformance with the air quality mandates.
- Manages and directs the Materiel Services Branch, responsible for the development of statewide policies and operational guidelines for the purchasing procedures of all materiels and services for the DOE. Establishes policies and procedures for inventory control and auditing. Responsible for the management and execution of DOE's delegated purchasing authorities granted through the Department of General Services. The DOE has a Standard Base Delegation of up to \$50,000, as well as an expanded delegation of up to \$2,000,000 that is used specifically for the purchase of mobile equipment and components. In addition, the branch represents the DOE with external departments for all purchasing issues.
- Oversees and directs the Equipment Management System Branch. Develops policies and guidelines for the management and use of the Division's Information Technology infrastructure. The Equipment Management Systems Branch is responsible for installation and maintenance of network operations hardware and software. Manages an annual budget of \$1 million for the purchase of all hardware and software used within the DOE headquarters and statewide equipment shops and sub-shops. Responsible for the purchase and maintenance of 450 personal computers and 15 servers, and the development and maintenance of PC applications that are currently in use or will be used within the DOE by its 800 users, such as Fleet Management. Ensures adherence of statewide information technology policies and standards. Responsible for DOE Information Technology agreements and operations.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the California Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

Either I

One year of experience in the California state service performing the duties of a Staff Services Manager I.

Or II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst. **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager I.

Or III

Two years of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.

Or IV

Experience: Four years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Staff Services Manager I.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the Administration and Department's goals and policies; governmental functions and organization at the State and local level; department's equal employment opportunity program objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated broad and comprehensive knowledge of the Department's multi-modal transportation roles and responsibilities.
- Demonstrated knowledge and ability to effectively lead, supervise, direct and manage an office of varied professional and technical staff.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated knowledge and experience in examining existing policy and seeking new and more efficient ways of conducting business.
- Demonstrated experience in directing and managing quick turnaround policy products.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated knowledge and experience in developing and sustaining cooperative working relationships both internal and external departments such as Legislative Analyst Office, Department of Finance, State Controllers and Department of General Services.
- Demonstrated knowledge in administration, fleet management, budget, materiel management, procurement and contract development.

- Demonstrated knowledge and experience to manage a department-wide distributed budget program and cost distribution of expenditures to programs.
- Demonstrated knowledge and involvement in the management of personal services and operating expenses across multiple funding sources.
- Demonstrated knowledge of federal and state air quality regulations that apply to and impact the Department's fleet.
- Demonstrated ability and knowledge in directing and managing the Department's mobile equipment fleet.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 9MSP31** being interviewed for.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **NOVEMBER 30, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (9MSP31)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.